

Dear Exhibitor,

Sub: SUMANGALAM PANCHAMAHAABHOOT LOKOTSAV (SPL) 2023 – Important Communication pertaining to Exhibitor Services

We are pleased to inform that the organizational activities for SPL 2023 are at an advance stage.

Kindly note that below are the things SPL 2023 team will be providing along with the stall:

	Stall Size	Structure	Chair	Table	Plug Point	S. Lights
			Nos.	Nos.	Nos.	Nos.
A	20 ft X 20 ft	Tent	4	2	2	4
B	4 X 4 mtrs	Shell	4	2	2	4
C	3 X 3 mtrs	Shell	2	2	1	3
D	3 X 2 mtrs	Shell	2	2	1	2
F	2 X 2 mtrs	Shell	2	1	1	2

****Anything apart from above, if needed, will have to be informed in advance by 16th Feb**

By now, we hope you must also be ready with the necessary information pertaining to SPL 2023 Event. We request you to kindly send us your stall design, number of host/hostesses attending, electricity points & load needed, extra furniture if required, or any other specific requirements before 16th February.

Kindly note that last minute request will not be entertained and management will not be obligated to fulfill the requirements.

Exhibition Timing: 9 am to 10 pm

No Dues Certificate:

It is necessary to obtain No Dues Certificate from Kaneri Math Accounts Department to enable you to take possession of your stall.

No Dues Certificate shall be given to only those exhibitors who have cleared all outstanding dues against the stall booking confirmation as per the size and rate confirmed thereof.

No dues certificate can be obtained after clearance of the balance payment due on or before 17th February 2023 by 5 PM IST.

In case your dues are pending we request you to clear them immediately. For any billing or payment related assistance please write to sumangalam@siddhagirimatham.org or contact account office.

Truck Gate Pass and Movement:

- Your person in charge of taking stall possession needs to collect the Truck Pass from the Siddhagiri Math Office, Kaneri.
- Having Gate Pass is mandatory for the entry of trucks up to the entrance gate of exhibition for unloading/loading of the material.
- All Trucks have to be parked at Siddhagiri Gurukul Backside Parking Zone (subject to change).
- Parking tickets will be issued at Siddhagiri Math Office on showing the No Dues Certificate and the Gate Pass.

Stall Possession – Documents Required:

The following documents are required to be carried out by you or your representative:

When transporting goods for SPL Mega Exhibition 2023.

1. E-way bill to be generated by the exhibitors (if need be)
2. SPL 2023 No Dues Certificate (NDC)
3. GST registration certificate of SPL 2023 also available at - Siddhagiri Math, Kaneri Accounts Office.
4. Challan of the goods carried by you or your representative
5. Declaration on the letterhead of the exhibitor that the goods are being transported for exhibition purpose

When taking possession of your stall:

1. No Dues Certificate (NDC) is mandatory
2. In case the contractor/ fabricator is taking stall possession then they must provide ID proof (Aadhar Card, PAN Card, Driving License etc.) and Visiting Card

Stall Possession: Move in Move out Schedule

1. The move in move out schedule as given below. Please strictly adhere to the schedule to avoid inconvenience.
2. The possession of the stall will be on the 16th/17th of February 2023. It is advised to take possession on time.
 - a. Heavy vehicle six wheeler truck/trailer/tempo entry – 6 am to 8 am and 8 pm to 11 pm IST
 - b. Light vehicle three/four wheeler entry – 6 am to 8 am and 8 pm to 11 pm IST
3. The last date for completing the fabrication of your stall / installation of your products is till 1 pm of 18th February 2023
4. Refurbishment of products/goods once existing stock gets exhausted has to be done from 6 am to 8 am and 8 pm to 11 pm IST

Accommodation:

Accommodation will be subject to availability in the common dormitory hall constructed near exhibition halls.

Advisory – Insurance:

SPL 2023 management will not be liable for any kind of damages in case of any natural calamities of situation beyond our control.

We advise you to insure your exhibits, other materials and personnel against loss due to theft and damage, fire, accidents, natural calamities and act of terrorism.

Last Minute Requirements:

We hope that you will take all necessary measures to ensure no last minute requirements are made and things are planned well in advance as far as smooth entry and stall construction is concerned. In case you need any assistance, feel free to contact the concerned Stall Management Committee Members.

We look forward to your continued support and co-operation.